GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY 2020 Domestic Violence Unit Program (DVUP) Grant
Notice of Funding Availability Application Guidance Kit

Online Submission Deadline: February 27, 2019, 3:00 PM

Funded through:
State of Maryland

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY
Funding through this application is available to local law enforcement agencies in compliance with Family Law Article sections 4-501.1(g) for interim orders and section 4-505(b) for temporary orders.

IMPORTANT NOTES
Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at http://goccp.maryland.gov/grants/. Instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the System for Award Registration (SAM). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Domestic Violence Unit Program (DVUP)** from the **Governor's Office of Crime Control and Prevention.** The primary purpose of DVUP is to reduce/minimize the time between the issuance of ex parte and protective orders and their entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center (METERS/NCIC). This supports GOCCP's objective of improving victim services for Maryland residents.

If you need application assistance, please contact:

> Angela Carpintieri, Program Program Manager
> 410-697-9297
> Quentin.Jones@maryland.gov
>
> Justice Schisler, Chief of Programs
> 410-697-9334
> Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by subrecipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

Table of Contents

I. ELIGIBILITY CRITERIA

Local law enforcement agencies are eligible to submit no more than one (1) application for DVUP funding.

II. PROGRAM DESCRIPTION

A. Requiring Agency
Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title
Domestic Violence Unit Program (DVUP)

C. Submission Date
Wednesday, February 27, 2019 by 3:00 PM

D. Anticipated Period of Performance
July 1, 2019 to June 30, 2020

E. Funding Opportunity Description
GOCCP has made $196,354 available for this program and anticipates making no more than 15 awards that range from $5,000 to $50,000 for FY 2020. **ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE OF MARYLAND.**

In 2000, the Maryland General Assembly created the Domestic Violence Unit Pilot Program. Despite the statutory termination of the Domestic Violence Unit Pilot Program law on June 30, 2002, GOCCP was able to institutionalize the program, and continues to provide grant awards with budgeted state funds.

The primary purpose of DVUP is to reduce/minimize the time between the issuance of ex parte and protective orders and their entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center (METERS/NCIC).

It is designed to offer local law enforcement agencies the resources necessary to enhance existing service efforts and comply with Family Law Article sections 4-501.1(g) for interim orders and section 4-505(b) for temporary orders.

III. PROGRAM REQUIREMENTS

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:
- Number of ex parte and protective orders received.
- Number of ex parte and protective orders entered into the NCIC/METERS system.
- Number of ex parte and protective orders entered within 24 hours of receipt from the court.
- Number of ex parte and protective orders entered within 24-48 hours of receipt from the court.
- Number of ex parte and protective orders entered with 48-72 hours of receipt from the court.
- Number of ex parte and protective orders entered after more than 72 hours of receipt from the court.

IV.   APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM,** or by going directly to the login screen using the URL: https://grants.goccp.maryland.gov.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: http://goccp.maryland.gov/grants/requesting-access/.

The last day to request a User ID is Wednesday, February 20, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system***,* contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Carpintieri at 410-697-9297 or by email at angela.carpintieri@maryland.gov.

V.   TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Applicants are encouraged to to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI.   IMPORTANT DATES

Deadline to Request a User ID	February 20, 2019
Deadline to Submit an Online Application	February 27, 2019
Intent to Fund/Denial Letters Emailed	May 1, 2019
Award Documents Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII.   APPLICATION EVALUATION

GOCCP, along with a peer review team, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at http://goccp.maryland.gov/grants/programs/) and score each application accordingly:
- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)

- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

DVUP is a competitive application process. GOCCP conducts a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII.   FUNDING SPECIFICATIONS

A. Funding Cycle
Commencement of awards funded under DVUP for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services
The following is a listing of services, activities, and costs that are eligible for support with DVUP funds within a sub-recipient's organization:
- Salary support for data entry
- Overtime funds for data entry

DVUP funds are only available for overtime and data entry salaries; anything outside of the personnel expenses is an unallowable cost.

GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX.   DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at: http://www.goccp.maryland.gov/grants/general-conditions.php.

A. Electronic Funds Transfer (EFT)
GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

_____ Face Sheet
_____ Project Summary
_____ Narrative
　　____ Problem Statement/Needs Justification
　　____ Program Goals
　　____ Program Strategy
　　____ Program Measurement
　　____ Timeline
　　____ Spending Plan
　　____ Management Capabilities
　　____ Sustainability
_____ DUNS/SAM Registration
_____ Letters of Support/Commitment (if required)
_____ Budget and Budget Justification
　　　　____ Personnel
　　　　____ Operating Expenses
　　　　____ Travel
　　　　____ Contractual Services
　　　　____ Equipment
　　　　____ Other
_____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
_____ Budget Prioritization
_____ Certified Assurances
_____ Certification Regarding Lobbying
_____ Audit Findings/Corrective Action Plan (if applicable)
_____ Single Audit Requirements (if applicable)
_____ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:
http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf.